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INSTRUCTIONS FOR GUIDANCE OF REGIONAL WAGE BOARDS, U. S. FOREST SERVICE

Reserve A. Composition and Function of the Wage Board: The Wage Board shall consist of three members, as follows: Regional Personnel Officer, Chairman; Regional Law Officer; and third member to be nominated by the Regional Forester and approved by the Director of Personnel. When any Board member is absent, the official acting in his place will serve as alternate.

It shall be the function of the Regional Wage Board to establish rates of pay for laborers and craftsmen who occupy positions that are not required to be classified pursuant to the Classification Act of 1923, as amended, throughout the territory under the jurisdiction of the Regional Forester, Region , with headquarters at , except positions under the jurisdiction of the Fire Fighter Wage Board in the same territory.

B. Submission of Requests and Recommendations by Forest Supervisors: Forest Supervisors will initiate requests for the establishment of wage rates by submitting to the Regional Forester a written request that rates of pay be determined for classifications of workmen needed.

1. Requests should contain a brief description of the duties and a recommended rate for each type of employment required. The employing officer's recommendations should be based on information obtained from the following sources: Local contractors, to determine wages paid by them for similar work; unions, which include the particular workmen needed, to determine the union's scale of wages for similar work; local and State USES, to determine prevailing rates for similar work according to current records of that Agency; and from other reliable public and private sources. All wage data obtained in the rate survey should be submitted with the request for the establishment of wage rates to justify the recommendations. If, in an emergency, rates are requested by telegram, the resulting determinations will be considered provisional pending submission of satisfactory justification.

a. For persons to be employed on an hourly basis, the employing officer will recommend only the basic hourly rates. (Compensation for overtime work, which will be all work over 40 hours a week, will be at the rate of one and one-half times the basic rates of pay determined.)

b. For owner-operators to be employed on an hourly basis, the employing officer will recommend two rates, one to cover compensation for personal services, and the other to cover compensation for use of equipment, the two rates together forming the basic hourly rate for the first 40 hours of work in any single workweek. (Compensation for overtime work, in the case of an owner-operator, will be at the rate of one and one-half times the basic hourly rate for personal services, plus the basic hourly rate for use of equipment.)

2. Employing officers will make every effort to anticipate their employment needs in order to provide ample time for the Wage Board to act upon request. Failure to comply with this may result in delayed wage payments. In order that the rates may be determined prior to submission of payrolls, the employing officer will designate an effective date sufficiently in advance to allow for Wage Board action.

C. Regional Wage Board Action: The Regional Wage Board will review the application, recommendations and supporting evidence and, after checking against Davis-Bacon predeterminations, existing rates for other Forest Service projects in the area of employment, and such other wage data as may be on file, will determine prevailing rates for the classifications requested. In cases where local conditions are uniform, as in unionized areas, the Board will have little difficulty in ascertaining a prevailing rate. In cases where varying rates are paid for the same classification, the Board should give greatest weight to the rate determined by collective bargaining and/or to the rate paid by the larger-scale and more progressive employers in the area. Any questions which the Board may raise regarding the application will be referred back to the employing officer before action is taken.

1. The wage rates determined will be limited for employment to a definite location or area, for example:
 - a. A National Forest, or
 - b. A specified group of Forests, or
 - c. On a Region-wide basis if appropriate.
2. In no case will a rate determined under this procedure be lower than that which will permit the full time weekly earnings of an employee to equal the full time earnings at the rate which prevailed for that type of employment on June 1, 1932.
3. Since forty cents an hour is the minimum rate established for employees of the Department of Agriculture, no lower rate may be established.
4. Immediately after Wage Board action, a schedule showing the wage rate or rates established shall be prepared in the form illustrated by the specimen attached to this instruction. Copies of the schedule or notice of wage rates determined shall be distributed to the appropriate officials and offices within the region and in addition one copy shall be sent to the Chief, Division of Personnel Management, Washington, and one copy shall be sent through channels to the Director of Personnel, Office of the Secretary, U. S. D. A.

D. Appeals: If the workmen or unions affected disagree with any determined rate or rates, they may appeal therefrom by making formal request for redetermination, either through the employing officer or direct to the Regional Forester. The Regional Wage Board will review the appeal, together with any evidence to support it; will request additional evidence or make a resurvey in the area of employment if necessary; and will determine whether the rate or rates established should be confirmed or adjusted. If the claim is substantiated, redetermination of the rate or rates will be in the usual manner except that the effective date will be retroactive to the date the affected workman or workmen began employment. In each case where an appeal is made, a copy of the decision of the Wage Board sustaining or rejecting the appeal shall be forwarded through the usual administrative channels to the Director of Personnel, Office of the Secretary, U. S. Department of Agriculture.

E. Stabilization: Non-appointive employees of the types covered by this instruction are subject to the general wage stabilization policy which forbids any decreases in wage rates without approval of the National Wage Stabilization Board. Prior approval of the Director of Personnel must be obtained before any decrease in wage rates of employees of the Department may be made by a wage board.

F. Posting Notices: Notices giving the rates of pay, hours of work and working conditions must be posted at the site of employment in conspicuous places, easily accessible to all employees. One copy of Form CA-10, "Right to Compensation for Personal Injuries of Civil Employees of the United States," shall also be posted at such places.

G. Eight-Hour Law: In general employees whose rates of pay are fixed in accordance with this instruction are subject to the provisions of the Eight-Hour Law.

Attachment

NOTICE OF WAGE RATES DETERMINED BY REGIONAL WAGE BOARD

Date _____

I certify that the wage rates herein cited have been officially determined by the Regional Wage Board.

Chairman, Regional Wage Board

[illegible]

